

## **UNIT 1**

- History of library
- Library and education
- Definition of library
- Types of libraries

## **UNIT 2**

- Study skills (Sections of a library)
- Types of library materials, using library resources including e-learning, e-materials etc.

## **UNIT 3**

- Cataloging and classification
- Copyright and its implications
- Database resources
- Bibliographic citations and referencing

## **UNIT 4**

- Introduction to Computer Studies
- Word Processing
- Information Literacy
  - Information Storage and Retrieval
  - Information Searching (by Author, Tootle and Subject)
- Social Media in Marketing Library Services (Facebook, Twitter, MySpace, Flickr, YouTube etc)

### **1. HISTORY OF LIBRARY**

History is the chronological account of past event, the history of libraries is a systematic account of the way library developed over a period of time. The study of the history of libraries is important in the series that it would enable students to know and be familiar with the various types of the development which libraries have passed through over the years. This will enable them assess the level of improvement in various aspect of the librarianship profession.

The development and growth of libraries date back to ancient times as far back as 6000 years B.C. the growth of libraries witnessed a steady progress through several civilization. For examples, Egypt, Mesopotamia, Greece, Rome etc.

Libraries were started as writing record, works of group of priests or person were collected and stored of various location.

#### **A. HISTORY OF WRITING MATERIALS**

In the early times, materials such as barks, cave, walls, stones etc were used as writing materials. Later on the Egyptians write papyrus which was made from the papyrus reeds which grew along the marshlands of the Nile Valley. The Greek used papyrus and parchment as their writing materials. The Romans also used papyrus and parchment for their writing.

Another from writing as well as writing material developed in Mesopotamia. This was the cuneiform

writing which was done on clay tablets or short clay cylinder or pipes which were kept in outer cases also made of clay. However, writing materials progressed from the uses stones, tree barks etc. through the use papyrus, clay and parchment of paper.

### **DEVELOPMENT OF LIBRARY IN NIGERIA**

Lagos library was established in 1932 as a public library, Henry Carr established private library with about 18,000 volumes. After his death in 1945, the library was acquired and the materials were used to establish the University College Library, Ibadan in 1948 with John Harris as the first University Librarian.

The British Council Library was established in Lagos in 1943. Branches were later established in Ibadan, Enugu, Kaduna and Kano. This development was the first attempt to bring services in to Nigeria.

However, the Lagos Town Council assumed full responsibility for the provision of public library services in Lagos in 1950. Furthermore, Northern Regional Library Services became functional as a division of the Ministry of Education in Kaduna in 1952. The Eastern Regional Library Board law was enacted after three years, which is in 1955. In the West, Library Board was also created which was responsible for all matters relating to library development. Consequently, many public libraries were established after the creation of the additional states in Nigeria.

Many special Libraries were also established after independence. These libraries include; Central Medical Research Library founded by Lagos in 1946. The Federal Office of Statistics Library in Lagos in 1948. Newspaper/Magazine houses like Daily Times of Nigeria. Therefore, libraries can now be found all over the country.

### **2. LIBRARY AND EDUCATION**

Library is a prerequisite to the educational service is like a body without soul, vehicle without engine and edifice merely a collection of bricks without cement. Education and library services are twin sisters and one cannot live apart from the other. The librarians' main job on education is to guide the readers how and where to find out the materials/documents and acquaint them with hide and seek.

### **3. DEFINITION OF LIBRARY**

Traditionally, a library is collection of books. It can also refer to place in which collections are housed. Today, a library can refer to any collection in any format, including digital sources, resources and services.

Library can be defined as a collection of published and unpublished books, journals and periodicals as well as other audio visual materials and services of a staff able to provide and interpret such materials as are required to meet the information, research, educational or recreational needs of its users.

It can also be described as a social agency designed to conserve knowledge, preserve cultural heritage, provide information needs, research activities and serves as fountains of recreation.

In other words, a library can be seen as a collection of books and other library materials kept/stored for reading, studying and consultation.

### **A. FUNCTION OF LIBRARY**

1. To educate users about library resources
2. To provide needed information to the users
3. To provide recreational activities to the users
4. To aid users for research materials

### **B. ROLES OF LIBRARIES**

#### **Traditional Roles (20th Century)**

1. Community information centre
2. Formal education support centre
3. The research centre

### **C. EMERGING ROLES OF LIBRARIES**

1. Knowledge provider
2. Knowledge gateway
3. Knowledge organizer
4. Knowledge creator and publisher

### **4. TYPES OF LIBRARIES**

Generally, there are seven (7) types of libraries. These are as follows:

- |                     |                     |
|---------------------|---------------------|
| 1. Academic library | 4. Private library  |
| 2. School library   | 5. Special library  |
| 3. Public library   | 6. National library |
| 7. Virtual library  |                     |

**1. ACADEMIC LIBRARY** - is an integral of colleges, universities, or other institutions of postsecondary education, administered to meet the information and research need of its students and staff. The libraries are established to enhance the main activities of the institutions, which normally are teaching learning and research. It supports the curricula offered by the parent institution to achieve its mandate. Examples are Arch. Namadi Sambo Library, BASUG, Kashim Ibrahim Library ABU, Zaria, Ramat Library Unimaid etc.

**2. SCHOOL LIBRARY** - is the type of library that is normally established within the first type and second type of our education system, they are libraries that are found in either primary or secondary schools. The main responsibility of school libraries are to provide information resources that developed children reading habit and provide basic information that will guide students about career and foundation. Examples, include: Federal Government College Azare Library, Sa'adu Zungur Primary School Library, Bauchi etc.

**3. PUBLIC LIBRARY** - this type of library as the name implies 'public library' established, financed, run and maintained by government to general public in a

society. Examples: Bauchi State Library Board, Local Government Library branch etc.

**4. PRIVATE LIBRARY** - this is the earliest form of library that is privately owned by individual or group of people. They are usually established by the leaders of the societies such as noble, rich and royal individuals in the societies. Examples: Sir Martins Library Ogun, Alkali Brahma Library, Azare etc.

**5. SPECIAL LIBRARY** - Refers to as research libraries, they are libraries that are mostly established by special agencies both in private and public organizations for the purpose of providing special information. For instance: NNPC, library, NIPS Library, International Institution for Tropical Agricultural Institutions' Library, Lake Chad Institution's Library etc.

**6. NATIONAL LIBRARY** - this library simply called the information gateway, mostly established by Federal Government of the countries. Its basic function is to serve as reference library. For instance: National Library of Nigeria (Established in Nigeria), Library of Congress (Established in United State of America), British Museum Library (Established in United Kingdom), in France it's called Diploteque Nationale and in Russia was named Learning Library.

**7. VIRTUAL LIBRARY** - this library provides access to electronic information in a variety of remote locations through a local online catalogue or other gateways, such as the Internet, Amazon library, Cloud and Google Scholar etc.

## **UNIT 2 - STUDY SKILLS (SECTIONS OF A LIBRARY)**

Libraries are usually divided based on the services undertaking in every division/section. Library is divided into the following divisions.

### **TECHNICAL DIVISION**

Concerned with the acquisition and organization of library materials Librarianship is all about systematic acquisition of books and non-book materials containing knowledge and organizing them for easy information service to the library users. However, technical division is divided into sub sections: acquisition section, cataloging & classification section and bindery section.

- **Acquisition Section** - this deals with selection, purchasing/ordering and receiving book and non-book materials for the library. The materials acquired will be stamped and accessioned before being transfer to the cataloging section for further technical processing.

- **Cataloging and Classification Section** - involves the description of books to point out the important bibliographic feature i.e. author, title, publisher and edition etc. classification entails grouping of books/documents according to common characteristics relating to their

subject matters. The ultimate purpose of cataloging and classification is to ensure that library materials are systematically organized.

- **Bindery Section** - The bindery section of any giving library takes charge or repair and restoration of damaged books/document. It could also fortify library books by converting paperbacks to hard bound books & binding cumulative volumes of serials. All issues of a particular newspaper in the library could be bound a monthly basis such that they are better protected to withstand the wear and tear of intensive user.

### **READERS' SERVICES DIVISION**

As the name implies, reader service division of the library is responsible for direct provision of library services to users. It is in readers' service division that the library staff come in contact to the library users. It is also in this area of the library that users come in contact with books and other library resources provided for their use. However readers' services division is divided in to the following sections: Serial section, Circulation section, Circulation counter, Reference section, Reserve section and e-Library section

- **Serial Section** – first-hand and most recent information and so are referred to as primary sources of information. Serials are publications issued in successive parts at regular or irregular and intended to be continued indefinitely e.g. magazines, newspaper, journals, newsletter etc.

- **Circulation Section** - educates users on how to use the library and informs them of what the library has in stock. It is in the circulation section of the library that books change hands from one library user to another.

- **Circulation Counter** - it concerned with the registration of library users as well as charging and discharging of library materials. The section also provides commercial services such as photocopying, spiral binding, lamination, type settings etc.

- **Reference Section** - documents in this section are in-house use only, they are not for loan (borrowing). User are only to consult or refer to the documents within the library. The reference librarian provides assistance to individual or group of users in pursuit of their information needs. References work is one of the several processes by which users can obtain a particular information that they desire, e.g. dictionary, encyclopedia, directories, atlas, year book, bibliography, almanac etc.

- **Reserve Section** - library set aside a special area for keeping book in the library, do not circulate like the normal books, users are required to sign for the materials/documents and use them only with the library.

The materials in reserve section are marked as a reserved by applying stamp on the title page “**RESERVE**” signifying that it is a reserved one.

- **E-Library Section** - it allowed users to consult e-library resources and conduct research within and outside the library using internet connection. These services enables users to effectively employ electronic data using library's portal. It's provides primary and secondary information electronically through communication networks.

### **USE OF LIBRARY**

The library is established mainly for use. The purpose for which is used depends on the users and the services available in that library. However, a user may decide to come to the library for any of the following reasons:

1. To consult books and periodicals in preparation for lectures.
2. It may be for pleasure, relaxation and study by students.
3. It may also be for reading in preparation for examination.
4. Visit to the library may be to read newspapers and magazine.
5. Some readers go to the library to watch educational films and to browse the internet and e-mail where these services are provided in the library.
6. To do photocopy, binding of books and projects.
7. It may be for reference queries.

It should be noted that access to library materials is not for everybody but only registered members. Despite the fact that the library is expected to serve lectures, students and external users, these categories of users will have to register with the library before they can have access to library collections and services.

### **3. LIBRARY REGISTRATION**

Every member of the institution is eligible to register as a member of the library and may use the library for lending and reference purposes. Therefore, there are procedures for registration of students, staff and external users. These procedures vary from library to library.

#### **a. Registration of Students**

Fresh students and returning students that have not registration in the library before are required to bring the following for registration exercise:

- Letter of admission
- Receipt of payment of all necessary fees
- Two (2) recent passport photocopies

### **FORMS OF LIBRARY SERVICES**

A library is supposed to be readers' oriented and users' friendly. Library services are supposed to focus on users' needs. As a result, it is the responsibility of the library to make every effort and satisfy those needs promptly. These services vary from library but most libraries offered services as follows:

• **Loan Services:** Staff and students that registries with the library may borrow books. The period of time that the book stays with the students is stated by the library, and that depends on the collections of the library. Loans may be renewed, provided other readers have not requested for the borrowed books. Journals and reference books are not loaned out.

• **Reading Space:** readers can read library books, periodicals, and lecture notes within the reading area of the library without necessarily borrowing books from the library.

• **Reference Services:** the reference librarian provides answers for enquires by consulting appropriate reference sources of information when users find it difficult to search for the relevant information. Readers are free to consult any reference materials for information they require.

• **Selective Dissemination of Information (SDI):** this service involves searching for information available to readers. It may be in form of providing lists of current publications, abstract of research and current contents.

• **Photocopying Service:** photocopying of library books and periodicals are allowed at cost to staff, students and external users within the limit allowed by copyright law. In such cases, the librarian usually grants permission before users make photocopies.

• **Bindery:** binding of back issues of journals, repair of damaged books, thesis and dissertations are undertaken at reasonable cost of users.

• **Inter-library Loan Services/Cooperation:** libraries involve in to loans. Books and journals requests that cannot be met are catered for through inter-library loan, services. Besides, libraries can introduce their users to other libraries if they cannot satisfy their information requests. In addition, letters of introduction are given to users to visit other libraries.

• **Telephone, E-mail and Internet Service:** these services are provided in a modern library. Readers can make phone calls, send e-mail and browse the internet for recent publications that are available in other libraries including outside the country.

• **Photographs, Video Coverage, Lamination of I.D. Cards and Documents:** the audio-visual unit undertakes photographs and video coverage service, lamination of I.D. cards and documents of staff, students and members of the public for a fee.

## **LIBRARY RULES AND REGULATIONS**

Like any human establishment, there are rules and regulations guiding the use of the library. However, it is very important that readers should be familiar with such rules and regulations in order not to violate any of them.

These rules and regulations are usually contained in the Students' Handbook. Below are some of the rules and regulations:

- Silence should be maintained at all times. There should be no group discussion.
- Readers are required to be well behaved in the library.
- Smoking, drinking and eating are prohibited in all part of the library.
- No library seat may be reserved under any circumstances.
- Marking passages in library books, underlining sentences, writing in the margins are not allowed.
- Any book lost or damaged is to be replaced by the reader responsible for the lost not allowed./
- Bags, cases, umbrellas etc., should be kept in the place provided by the library. The library does not accept any responsibility for them.
- The use of any form of naked light including candles is prohibited in the library.
- Respect all library staff since respect begets respect.
- Books, periodicals and other library materials consulted should be left on the reading tables or carrels or return to the circulation desk.
- Periodicals and reference materials cannot be borrowed; they are to be consulted in the library.
- Readers' books are searched when leaving the library. Any person caught stealing or attempt to steal library materials or mutilating books shall be expelled if he/she is a student or dismissed if is a staff or handed over to the police in case of external users.
- When leaving the library, all books and papers must be shown to the library staff (porter) at the exit door.
- Books borrowed must e returned when due.
- Overdue fine is charged on overdue books.

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## **TYPES OF LIBRARY MATERIALS**

Library materials can be described as library resources collected and developed according to the aims and objectives of the specific library. Library resources can be divided in to two categories i.e. print and non-printed materials. These are discussed below:

### **\* Print Materials**

Print materials in the library are materials that are available on paper which appear in book form. Printing materials consist of the following:

**a) Books** - are print materials printed and often bound in one more volumes. It may be written by one or more individual person or cooperate bodies. The books are categorize into two group i.e. non-reference and reference books.

**i. The Non-Reference Books (Textbook)** - are those that can be read from cover to cover in search of information,

education and inspiration. They include textbooks and novels.

**ii. Reference Materials** - these are meant to be consulted or referred to for definite piece of information and are not to be read cover to cover. Examples includes: encyclopedia, dictionaries, almanac, handbooks, year books, abstract, indexes, gazetteers, bibliographies etc.

Generally, reference materials are categorized into two, general and subject reference materials.

- **General Reference Materials** - compile the information of all type which cover almost all the fields of human knowledge which includes encyclopedia Britannica, encyclopedia Americana etc.

- **Subject Reference Materials** - are kind of special works for a discipline or subject which includes encyclopedia of education, handbook of chemistry, encyclopedia or library and information science, dictionaries of different fields etc.

### TYPES OF REFERENCE MATERIALS

The following are types of reference materials:

- **Encyclopedia** - it gives information on all discipline or choosing subjects. It's also good for both ready reference and long range reference services. An encyclopedia can be general or subject specific.

**General Encyclopedia:** this type is comprehensive in nature, where knowledge is presented in accordance to their importance in the entire history of mankind. *Encyclopedia Americana*, *Encyclopedia Britannica*, and *Colliers Encyclopedia* are three major examples in this regard. General encyclopedias work with scholarly articles on specific topics and broad topics. They contain bibliographies in some articles, alphabetical references, cross-references within articles, illustrations, and glossaries of technical terms. *Encyclopedia Britannica* is quite popular and well respected in today's reference world.

**Specialized/Subject Encyclopedia:** Specialized/subject encyclopedia carries information that provides general information tailored to a specialized field of knowledge. Its content is presented or arranged alphabetically by subjects and names. It provides subject summary with definition, description, explanation, history statistics, and bibliography with an index volume to enable users located scattered information in other volumes. Examples, include the *Universal Encyclopedia of Mathematics*, *Encyclopedia of Information Systems and Services*, 10<sup>th</sup> ed., Gale Research Inc. 1990, *Encyclopedia of Library and Information Science* etc.

### Purposes/Uses of Encyclopedia

Encyclopedia provides fact and idea of a particular of time, provides different viewpoints on a particular topic,

gives illustrations where needed. Encyclopedias are considered useful tool in providing background information and the starting points for literature searches.

**Dictionary:** it gives a spelling of words of languages, there meaning and terms of subjects, professions or vocations, depending on the types. Words are arranged alphabetically for easy use. Examples of a dictionary include: *English Oxford Dictionary*, *Dictionary of Anatomy* etc.

### Types of Dictionary

Dictionaries appear either in abridged forms. Some modern large dictionaries are unabridged, as they attempt to provide general information about a particular word, there by combining the features of both dictionary and encyclopedia. This type of dictionary is known as encyclopedic dictionary. There are major (2) types of dictionary:

**General Dictionary:** General dictionaries are known to provide general information such as pronunciation, meaning, derivations, spellings, among others for each word in a given language. They do not treat special subject.

**Subject Dictionary:** this type deals specific subject areas. For instance. *Anatomy Dictionary*, *Psychological Dictionary*, *Kamus Dictionary* act.

**Supplementary/Specific Purpose Dictionary:** this type of dictionary deals with words or aspect of words. It considers aspects of a language such as etymology, synonyms. Homonyms, antonyms, dialect, rhyme, abbreviations, grammar, slang, usage, etc.

Examples of dictionaries are best given based on the types, or category. For instance, under specialized dictionaries, there are *Webster's New Dictionary of Synonyms*, Spring field, *Roget's International Thesaurus* 4<sup>th</sup> ed, New York: Crowell, 1977 as examples.

For English language dictionary, examples are Webster, N. ed. *Webster's New Universal Unabridged Dictionary* 2<sup>nd</sup> ed. Dorset and Baber, 1983; The Compact edition of the *Oxford English Dictionary*, New York; O.U.P., 1971, 2 vol, and for subject dictionaries, Sharp ED. W.P. *Miall's Dictionary of Chemistry*, 5<sup>th</sup> ed. U.K. Longoman, 1981; Nayler, G.H.N., *Dictionary of Mathematical Engineering*, 3<sup>rd</sup> ed. U.K.: George Newness, 1988 etc.

- **Almanac** - is an annual publication containing a calendar, frequently accompanied by astronomical data and other information. It depends mostly on government authentic information sources, it may be national holidays, population, government finances or information about prominent citizens etc. world almanac etc.

Examples are: *Information Please Almanac*, *Atlas and Yearbook*, *the World Almanac and Book of Facts*.

- **Year Book** - is an annual volume of current information in descriptive or statistic form, sometimes limited to a specific field. Year book includes chronological list of an

important event of the year, major development and trend in various level, biography of notable living person and also obituaries of leading personalities, information about organization etc. most times information is presented in a descriptive or statistical manner.

Examples are *Britannica book of the year*, *Nigerian Yearbook*, *McGraw-Hill Yearbook of Science and Technology*, *The Annual Register of World Events etc.*

- **Handbook** - is a compilation information in a compact and handy form. It contains data, procedures, rules, tables, graphs, pictures and diagrams. Handbooks are also seen as reference materials that provide answers to questions that are specific in nature. The main purpose is to serve as a ready reference source to a given field of knowledge. They are categorized into namely: official/general handbook and subject handbook.

Examples are *Famous First Facts*, *The Oxford Companion to Ships and the Sea*, *Webster's Dictionary of Proper Names*, *Flags and Arms Across the World, etc.*

- **Manual** - is an instruction book which explains how to do or operate a machine. It is also written by writers giving important information about people including date of birth (and death), qualification, positions held and contribution made to the larger society. A manual, is also a handbook, portable enough to be handy, that provides miscellaneous information.

Examples: it is sometimes called a miscellany or guidelines.

- **Directories** - provides different types of information about organization, persons, addresses both official and residential, telephone numbers etc. usually in alphabetical or classic order. Most of the directories publications are bears the names addresses of organizations, persons, schools, churches etc.

Directories can be arranged as national or international directory which may include professionals, learned societies, trade associations, institutions of learning, commerce and industry, clubs, fraternities, social organization and political groups.

Examples are telephone directory; *World Directory of Research Workers in Vertebrate Reproduction*, Cassey, England: R.R.I.S. Limited 1967; *World of Learning*, Europe a Press, 1947; the directory of Opportunities for Graduate, Lamacraft.

- **Index** - an index is a secondary information source or materials that contains a list of citations to periodical articles, books, proceedings etc. and tells where they can be found. It is a list of words or phrases that carries associated pointer or locator as to direct user to where useful materials relating to that phrase or heading can be found in a given document. An index to a work is an important guide to the arrangement of knowledge. It's

arranged alphabetically or chronologically.

- **Gazetteers** - is a geographical dictionary of places arranged alphabetically. It describes places like towns, citizen, rivers, lake, maintains etc. which specific location, and informs about population, historical background, socio-cultural activities etc.

- **Biographical Sources**: is a collection of sketches of varying degrees about the lives and times of individuals, arranged alphabetically by surname. They are publications that contain data about people and they form a large part of literature of reference simply because people are interested in people. Biographical source of information can be grouped as follows:

1. Living and dead persons about statesman, soldiers, scientist, inventors, artists, athletes, philosophers, religious leaders etc. who are living or are dead.

2. Specialists/professionals personalities that have distinguished themselves in the sciences, social science, and humanities, or in other fields of life.

3. Socialites royalty, nobility, celebrity etc.

Examples include dictionary of *American Biography*, *Who's Who* in various climes such as commerce and industry, music, engineering, in Nigeria, England, USA etc.

- **Abstracts**: they are reference sources that contain summaries of publications or articles, accompanied with bibliographical references to the original text. They are of various types. Prominent among them are indicative, informative and evaluative abstracts. The **indicative abstract** indicates where vital and specific information can be located; it can only alert users but cannot give detailed information like the main abstract. The **informative abstract** deals with specific data both qualitative and quantitative. They are good in document reporting. Experimental investigations, formulae and statistical tables are used to present information. Lastly, **evaluative abstract** critically analyzes the main abstract and provides value judgement, make recommendatons on the content, originality and relevance of abstract. Advantages of some of the abstracts discussed are that, time is saved, language barriers overcome, professionals in other fields will find them useful.

- **Maps/Atlases**: maps or atlases are drawing and illustration of the earth's surface usually showing countries, cities, rivers, seas, lakes and mountain.

- **SERIALS** - these are materials published in successive parts (daily, weekly, monthly, quarterly, annually or biannual) and intended to be continued indefinitely. The advantages of series over books include, that they are concise and current. Serial include the following:

- **Journals** - are publications issued periodically, in successive parts bearing numerical or chronological designation and intended to be continued indefinitely.

• **Magazines** - these are made up articles about current events, news, lifestyle and culture. They are also known as popular magazines, whose audience is the general public; the content is written by reporters, writers, journalists and interested contributors. Examples are *Time, Tell, Ebony, Newsweek* etc.

• **Newspapers** - these are types of periodicals that appear daily. They are published daily. Newspapers reports or articles are written by journalists. It served as a good source of news and current events. They contain editorials, entertainment information, classified advertisements, sports, announcements and other information. Newspapers are read by the general public and the sources are rarely documented. Examples include the *Punch, Guardian, This Day, Tribune, The Sun, New York Times, Daily Graphic, Houston Chronicle, the Eagle and the Parrot*.

c) **Government Publication** - these include all official documents published by all level of government (local, state and federal).

d) **Pamphlet and Clippings** - a pamphlet is a booklet or pieces of writing appearing with soft cover that deals with an issue of current interest. It is usually less than 50 pages. Clippings are pieces of papers cut out newspapers or magazines. It contains very important information of current interest such as advertisement of job vacant etc.

### NON-PRINT MATERIALS

These are materials that are not on paper form, they come in non-book materials or audio-visual materials. Users can listen and view using electronic devices. Non print materials being products of new information technology cannot be used on their own like books, rather they required a certain equipment to facilitate their users. Its classified non-print materials into three (3) categories:

a) **Audio Materials:** These are information resources that can only be listened to, but cannot be viewed or read. Examples include: audio tapes or cassettes, audio discs, and other sound recording devices.

b) **Visual Materials:** are information resources that can only be viewed without sound. Examples:

**Transparencies:** These are images that are seen only when light is passed through them. They include filmstrips and slides.

**Microform:** Microform is composed of microfilm, microfiche and micro cards. Microfilm has become great space to store back stock of newspapers with minimal space.

**Audio-Visual Materials:** These are materials that combine both audio and visual effects in the transmission of information. Materials that are audio-visual in nature are: television, motion picture

(sound film), video film, and video discs. In addition, the advent of Information and Technology (ICT) provides other audio-visual materials such as Compact Discs (CD) and Video Compact Discs (VCD). Equipment required to use the materials include:

Film projectors,  
Video players,  
Compact discs players, and  
Computers.

c) **The World Wide Web (WWW):** the www is another vibrant source of information to information seekers and researcher. Myriad of information are retrieved from the internet daily and the source is never depleted. The www is an on book source of information.

## UNIT 3: CLASSIFICATION AND CATALOGING

### CLASSIFICATION

The art of grouping based on shared similarities is known as classification. On the hand, classification is a group of individual or object showing the characteristics or attributes. The main attribute of classification is to enable classifier to sort out document in to groups or classes based on their subject contents. It allows classifiers to indicate relationship between documents in the same class.

### CLASSIFICATION SCHEME

Classification schemes map out fields of knowledge in ways that are suitable for library use by grouping related items into classes, and arranging such groups in a hierarchy so that users can trace topics in their context and scan subject field from general to specific.

### TYPES OF CLASSIFICATION SCHEME

The following are commonly used in Nigerian libraries:

1. Library of Congress Scheme (LC)
2. Dewey Decimal Classification (DDC)
3. Colon Classification Scheme
4. Universal Decimal Classification (UDC) etc.

### LIBRARY OF CONGRESS CLASSIFICATION SCHEME (LC)

This was developed between 1899 and 1920 when the scheme was first published; it consists of 21 classes in 47 separately published schedules. Many academic libraries all over the world use it because it was described in details.

Below are the twenty one (21) main classes of LC:

- A General Works
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D World History and History of Europe, Asia, Africa, Austria, New Zealand
- E History of the Americas
- F History of the Americas
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science



K	Law
L	Education
M	Music and Books on Music
N	Fine Arts
P	Languages and Literature
Q	Sciences
R	Medicine
S	Agriculture
U	Military Science
V	Naval Science
T	Technology
Z	Bibliography Library Science, Information Resources (General)

## EXAMPLES OF LC CLASSES AND SUB-CLASSES

### Q for Science

QA - Mathematics	QC - Physics	QD - Chemistry
QK - Botany	QL - Zoology	QM - H/Anatomy
QP - Physiology	QR - Microbiology	

### P for Language and Literature

PE - English language, and	PR - English Literature
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### R for Medicine

RA - Public Aspect of Medicine	RB - Pathology
RC - Internal Medicine	RM - Pharmacology

### L for Education

LA - History of Education	LC - Special Aspect of Education
LB - Theory and Practice of Education	

## DEWEY DECIMAL CLASSIFICATION (DDC)

This is a popular classification scheme mostly used in public libraries all over the world. Dewey arranges knowledge broad discipline oriented classes. The subject terms are numbered from 000 to 999, each main class can be further divided into 10 classes, each sub class can still further subdivided in 10 divisions into 10 sub-division until all the subject terms have been specified.

### TEN (10) MAIN CLASSES DEWEY DECIMAL CLASSIFICATION SCHEME (DDC)

The ten (10) DDC main classes are presented below:

000	Generalities
100	Philosophy and Psychology
200	Religion and Theology
300	Social Science
400	Language
500	Natural Sciences and Mathematics
600	Technology (Applied Science)
700	Arts, Recreation, Entertainment and Sport
800	Literature and Rhetoric
900	Geography and History

## A LIBRARY CATALOGUE

A library catalogue is a register of all bibliographic items

found in library or group of libraries, such as a network of libraries at several locations. It can also be defined as an index to the library's collection that enables users to easily locate library materials. In other words, a library catalogue is a record of materials held by the library, which include books, serials and non-print media.

Catalogues provide access individuals' items within available collection of information resources (e.g. physical entities such as books, videocassettes, CDs, artists' work in an art museum; web pages on the internet etc.) It helps users to locate library

resources by author's name, title, edition, publisher's address and year of publication in such a way that he/she distinguishes each particular book from other books in the collection.

## FUNCTION OF CATALOGUE

1. It enhances access to the library collection
2. It enhances users to identify sources of information
3. It assists users to locate books on a particular author, title, subject, edition, publisher's address and year publication.
4. It provides full bibliographic details of a book
5. It enables users to know whether or not certain books are in the library
6. It shows at a glance the number of copies a library has based on title, accession number etc.

## DEFINITION OF CATALOGUING

Cataloging is an essential process in any library or information center in order to provide information access to all learning resources to library patrons. It involves the entire processes/procedures of preparing a catalogue.

## TYPES OF CATALOGUE

1. **Card Catalogue** - is the most common types of catalogue used in Nigerian libraries. It is the catalogue in which entries are made on cards and filed in cabinet under various headings. Card catalogue is simply a record of what the cataloguing information are mostly recorded on 7.5 x 12.5 cm or (3" x 5" inch) cards and are flexible because they can be updated easily.
2. **Book Catalogue** - the book catalogue contains cataloguing information on printed leaves or pages and are bound together to form a book. The arrangement of bibliographic information on pages may be in dictionary order or classified order. Book catalogue is not flexible since it cannot be updated without defacement or mutilation.
3. **Stripdex Catalogue** - this types of catalogue is mostly found in the serial unit where the bibliographic information of journals, conference and proceedings, magazines are recorded.
4. **Online Public Access Catalogue (OPAC)** - this is a computerized catalogue where the user has a direct with



the bibliographic information of the library collections.

### TYPES OF ENTRY

**1. Main Entry** - this is a complete catalogue through which an item can be searched and identified. The main entry card may include all the tracing of the other headings under which the item can be searched.

**2. Author Main Entry** - the author's surname (access point) begins at the left margin followed by descriptions below:

- The surname capitalized and separated the other names by comma
- The title begins at the first paragraph, and is indented three spaces
- Physical description area (pagination) is also indented three space
- Each note area is a paragraph of its own

#### Examples of Card Main Entries and Cabinet

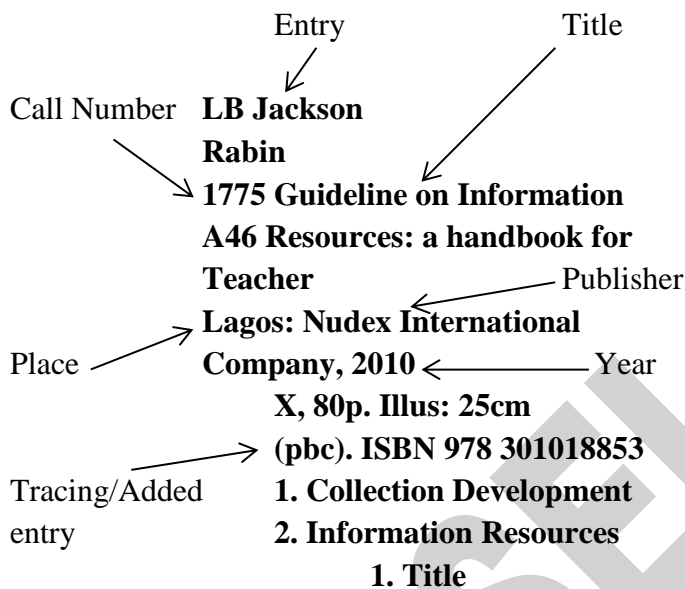


Fig. 1: A Card Catalogue



Fig. 2: A Card Catalogue Cabinet

### COPYRIGHT AND ITS IMPLICATIONS

**COPYRIGHT** - is measures to check unauthorized copying and publication of creative works and authors or artists. All over the world, responsible government through appropriate law enforcement agencies enact laws to deal with unauthorized violation of the right of owners' copyrighted materials. Organized bodies such as Association of Nigerian Authors and Performing Musicians Association of Nigeria have brought the issue through the mass media and practical protest in stores and market places as well as through litigations, jingles of copyright protection in the media, conferences, seminars and workshops are organized.

Copyright in Nigeria is statutorily granted right of which

the act gives creators and assignees exclusive right to reproduce, distribute and make most other uses of their original works. The body known as Nigerian Copyright Commission is responsible for matters affecting copyright in Nigeria.

**IMPLCATION** - the copyright abuse by traders who reproduce original works of authors/creators without due permission and selling it as price much lower than their value and often exploited on a large scale. Under the Nigerian copyright act, provisions are made for punishment. Major copyright infringement/violation. It ranges from fines to various terms of imprisonment. Major copyright violation are regarded as a criminal offence and indications to pay fines and sometimes imprisonment.

**DATA BASE RESOURCES** - is a collection of interralted files. A file is a collection of interrelated records. A record is a collection of related fields and field is collection of related character.

**DATA MANAGEMENT SYSTEM** - this is the software that handles all access to a database. It enables the database to be maintained and update when necessary. The ways in which database can be use in library include: internet sending and CD ROM search and networking.

#### Examples of Databases

- MARC** - Machines Readable Catalogue
- OCLC** - Online Cataloguing Library Centre
- AGROCOLA** - Agricultural Online Access
- MEDLARS** – Medical Literature and Retrieval System
- LEXIS** - Legal Information System
- LISA** - Library and Information System

**BIBLIOGRAPHY** - is a list of the work of an author or of sources of information in print on a specific subject. It can also be described as the list of books cited by the author and is arranged in alphabetical order. It may take form organized information about the author of a particular work

### REFERENECE STYLE

The following are the most commonly used in academic research writing:

#### 1. American Psychological Association (APA) Style

Examples: Naveed, M.A. (2016) *Explorig Information Seeking Anxiety among Research Students in Pakistan* Libri 66 (1), pp. 73-82.

#### 2. Harvard Style

Example: Naveed, Muhammad Asif (2016) *Explorig Information Seeking Anxiety among Research Students in Pakistan* Libri 66 (1), pp. 73-82.

#### 3. Chicago Style

Example: Naveed, Muhammad Asif “*Explorig Information Seeking Anxiety among Research Students in Pakistan*” Libri 66 (1), no. 1 (2016): 73-82.

### REFERENCING IN-TEXT

Author surname (do not include suffixes such as *Jr.* or *initials*) and the year of publication.

*Examples:* One source by one author

Soludo (2010) found that .....

The audiologist is the key expert in the assessment in the assessment and audiologic diagnosis of auditory impairment (Soludo, 2010)

*Examples:* One source by two authors:

Name both authors in the sentences or in brackets, depends on how being used - each time you cite the work. Use the word “**and**” between the authors’ names within the sentence and use the ampersand (&) in the brackets.

#### **Examples:**

Research by Wegener and Petty (1994) support that.....

Research finding show that..... (Wegener & Petter, 1994)

#### **REASONS WHY WE NEED TO BE REFERENCE OUR WORK IS TO:**

1. Give credit to the person who came up with the original idea
2. Prove you are basing your work on solid research
3. Simplifies work of editors
4. Establishes your credibility (avoid plagiarism)
5. Direct readers to original sources for more information

#### **INFORMATION RESOURCES TO BE REFERENCED**

The following information resources are needed to be referenced whether in next in text or at the end of the work:

1. Books and journals
2. Online content
3. Posters/Audio Visuals
4. Yearbooks, Conference Proceedings
5. Manuscripts
6. Government Publications
7. Project, Thesis and Dissertations
8. Magazines and Newspapers.

#### **UNIT 4: INTRODUCTION TO COMPUTER DEFINITION OF COMPUTER**

The term computer is derived from the word “*compute*” in simple words, computer is an electronic device which takes input from the user in the form of data and instructions. Then it processes as per the user’s instructions and generates some output that is displayed before the user. Computer processes data with the help of hardware and software.

**TASK OF A COMPUTER** - basically a computer performs the following tasks:

- i. **Input** - sending the data and command to the computer
- ii. **Processing** - the necessary work done by the computer to produce results
- iii. **Output** - the results displayed by the computer
- iv. **Storage** - a place to save result inside or outside the computer

#### **EXAMPLES OF INPUT DEVICES**

Keyboard, mouse, trackball, scanner, joystick, pen

#### **EXAMPLES OF OUTPUT DEVICES**

Monitor, printer, speakers etc.

#### **EXAMPLES OF STORAGE DEVICES**

Floppy disk, optical disk, or computer memory stick

#### **SYSTEM UNIT (CPU)**

The system unit is the most important part of a computer. It may be called brain behind every action of a computer since it controls and executes all the operations performed by the computer. It contains everything that is essential for your computer’s effective functioning. This is a part of a computer where actual processing, that is, the mathematical and logical processing takes place.

**STORAGE DEVICES** - a computer stores data in units called bits and bytes. Bits are grouped together in sets of eight (8). Each set of bits is called byte. Therefore a byte stands as one (1) character either a letter, number, symbol, and space.

#### **EXAMPLES**

- 8 bits = 1 byte
- 1024 bytes = 1 kilobyte (KB)
- 1024 kilobytes = megabyte (MB)
- 1024 megabytes = 1 gigabyte (GB)

**The two (2) concepts below are storage devices**

1. Random Access Memory (RAM)
2. Read Only Memory (ROM)

#### **RANDOM ACCESS MEMORY (RAM)**

Besides the main memory, computer also has a physical temporary internal storage place; that place is known as RAM. RAM is the place in computer where the operating system, application program and data in current user are kept so that they equally accessed by the computer’s processor.

#### **READ ONLY MEMORY (ROM)**

ROM is a built in computer memory containing data that normally can only be read, not written to. Unlike a computer RAM, the data in ROM is not lost when the computer power is turned off.

#### **BASIC TERMS OF A COMPUTER**

**Hardware** - the physical part of the computer that we can see and touch e.g. Monitors, Printer, Speakers etc.

**Software** - the program (instructions) that tell the computer what to do e.g. Microsoft word, Spreadsheet, PageMaker etc.

**Data** - individual facts like first name, price, number words

**Information** - data which has been messaged into a useful form, like a complete mailing address.

**TYPES OF COMPUTER** - Computers come in various shapes and sizes. Besides shapes and sizes, computers also

vary in terms of data processing speed. Computers are classified based upon their sizes are as follows:-

1. Personal computer (PC)
2. Palmtop (PDA) computer
3. Laptop computer
4. Mainframe computer
5. Super computer
6. Mini computer

**1. PERSONAL COMPUTER (PC)** - is a small but powerful computer primarily used in an office or home without the need to connect it to a larger computer

**2. PALMTOP (PDA) COMPUTER** - is a Personal Digital Assistant (PDA) and a lightweight hand held computer designed for use as a personal organizer with connection capacities. A typical PDA has no keyboard; instead it relies on open like a pointing device and the working of this pen is similar to a computer mouse.

**3. LAPTOP COMPUTER** - is a portable computer that is integrated with display screen, keyboard, trackball processor and memory. The laptop and all its components depend on rechargeable batteries.

**4. MAINFRAME COMPUTER** - a mainframe is the type of computer with a certain network or terminals which follows hundreds of people to work at the same time on the same data

**5. SUPER COMPUTER** - this computer is the top of the heap in power and expense. This is engineering design and testing economic forecasting etc.

**6. MINI COMPUTER** - this types of computer is less powerful than PC because the size of minicomputer was originally developed to handle specific task, like engineering.

**WORD PROCESSING** - describes the process where uses Microsoft word to create, edit, store and print out text based documents. The created documents could be saved to a disk or any storage device, displays it on the screen, or sends it over e-mail.

As a student, you need to use computer to produce documents such assignment, attachment reports and final year projects.

The types of application used for this a *word processor*.

**The word processing application** most commonly used in the University is Microsoft Word. However, this aspect will introduce the most useful features of word processing using Microsoft Word 2010.

## HOW A CREAT A FILE USING MICROSOFT WORD

Starting Word and entering text in a new page. The user starts by opening Microsoft Word through the **Start** menu (displayed on the left side of the Taskbar at the bottom of the screen). After clicking the **Start** button, click on **All Programs**, then **Microsoft Office** and then **Microsoft Word 2010**. This will open and display a blank document, ready for text to be entered.

**MICROSOFT WORD** - this is a word processing package used for typing and manipulating text.

## How to Name a File and Save it:

1. Click on **File Menu**
2. Click on **Save As**
3. The dialogue box will appear, type the file name and click on **Save**.

## How to Format/Edit a Text

1. Highlight the text.
2. Click on **Edit Menu**
3. Click on **Cut**, short cu (Ctrl + X)
4. Move the cursor to the new location and click
5. Click on **Edit Menu**
6. Click on **Paste**, short cut (Ctrl + V)

## How to Copy a Text

1. Highlight the text
2. Click on **Edit Menu**
3. Click on **Copy**, short cut (Ctrl + C)
4. Move the cursor to the location and click
5. Click of **Edit Menu**
6. Click on **Paste**, short cut (Ctrl + V)

## How to Create a New Document

1. Click on **File Menu**
2. Click on **New**, short cut (Ctrl + N)

## How to Insert Page Number

1. Click on **Insert Menu**
2. Click on **Page Numbering**
3. The page number dialogue box will appear, then select the position of your choice, e.g. Top, Centre, Right and Left.
4. Click **OK**.

## How to Create a New Folder

1. Right click on the mouse
2. Click on **New**
3. Select **Folder**
4. Name the folder of your choice
5. Click **Enter**

## INFORMATION TECHNOLOGY (IT)

Information Technology is the acquisition, storage and dissemination of vocal pictorial, textual and numerical information by a micro-electronic-based combination of computer and telecommunication.

## INFORMATION AND COMMUNICATION TECHNOLOGY

Information and Communication Technology (ICT) is an extension term for Information Technology (IT) that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage and audio-visual materials to transmit information worldwide.

## COMPONENTS OF AN ICT SYSTEM

- **People** - needed to supply the data to the ICT system
- **Information** - the results from processing data. Also output from an ICT system

- **Hardware** - physical components that make up the ICT system
- **Procedures** - determines what needs to be done and when
- **Software** - computer programs
- **Data** - Raw Material of any ICT system

**THE INTERNET** - is a worldwide networks containing millions of computers all links to phone lines, optical cables and satellite links. To connect to the internet from home, you need a computer with appropriate software and a modem, a phone line and Internet Service Provider (ISP).

**USES OF INTERNET** - most people use the internet for electronic mail (e-mail) or to access websites on the World Wide Web (WWW).

**THE WORLD WIDE WEB (WWW)** - the **www** is like a vast electronic library which you can use to find information or entertainment.

### **INTERNET TERMINOLOGIES**

- **HTLM** - Hypertext Markup Language
- **HTTP** - Hypertext Transfer Protocol
- **URL** - Uniform Resource Locator
- **WWW** - World Wide Web

### **ELECTRONIC MAIL (E-MAIL)**

E-mail is one of the most popular aspects of the internet. It allows you to communicate easily with friend all over the globe.

### **SENDING MESSAGE BY ATTACHING A FILE**

You can attach to your e-mail messages. If you have your assignment as a word file, you could attach it to can e-mail message to send it to your lecturer. This can be done by clicking on **attach button** second left of the **send button**, then choose the file name from the appeared dialogue box and click **Open**. The file would be attached then click **send**.

### **EXAMPLES OF E-MAIL ADDRESS**

1. sagsp1202@gmail.com
2. zpbgspl202@gmail.com
3. gsp1202course@gmail.com
4. sltdepartment@hotmail.com

### **CONCEPT OF LIBRARY AUTOMATION**

As information and Communication Technology (ICT) becomes the language of 21<sup>st</sup> Century, it is deem necessary for all types of libraries to comply with it or else they will be left behind to join the information super highway. However, the use of ICT in a library will definitely increase its potentials to satisfy the present needs of its users.

Generally, automation refers to the mechanization of operations and process of an organization. Therefore, library automation means the use of computer to perform the activities of a library.

### **ADVANTAGE**

1. It reduce the number of repetition routines task
2. It provide more accurate services
3. It requires less space
4. It increase computer literary
5. It saves time
6. It makes ready, studying and research more attractive

### **DISADVANTAGE**

1. It requires a lot of fund
2. It requires proper training of staff and users in the use of ICT
3. It requires a lot of equipment
4. It requires steady power supply
5. It requires a reliable software

### **DEFINITION OF LIBRARY AUTOMATION**

Library automation can be defined as the use of various technologies to reduce manual labour required to operate an efficient information system. In addition, automation includes system analysis and design.

**DIGITIZATION** - this is the conversion of analogue signal or into electronic signal or code.

**DIGITAL LIBRARY** - this is the library when all the information resources are available in computer processable, and functions of acquisition, storage, preservation, retrieval, access and display are carried out through the use of computer.

**INFORMATION RETRIVA SYSTEM** - an automated sending system for information is usually can a lot by combined search term indexing key using the **BOOLEAN** operators. The three (3) basic Boolean Operators, **AND**, **OR** and **NOT**. The **AND** operator is use to link different concepts of search; the **OR** operator is used to link synonym concept to a search and **NOT** is use to exclude concept from a search.

**BOOLEAN OPERATIONS** - this forms the basis of mathematical sets and database logic. They cannot search works together to either narrows or broaden set of results.

### **EXAMPLES OF BOOLEAN OPERATION TO SEARCH**

1. Automation **AND** library (interception)
2. Automation of computerization (union)
3. Automation **NOT** library (excluding)

### **SOCIAL MEDIA IN MARKETING LIBRARY SERVICES (FACEBOOK, TWITTER AND YOUTUBE)**

The term Social Media refers to “**the use of web-based and mobile technologies to turn communication into an interception dialogue**”. The term Social Media can be described as “**a group of web-based and mobile applications that allow users to share and create knowledge in a real time social interaction. It is user-centric, multi-purpose and it is not time and location bound**”. Social Media is intended to facilitate sharing, collaboration, transparency and conversation.



## SOCIAL MEDIA IN MARKETING LIBRARY SERVICES

Library and information professionals constantly debate and recognize the importance of marketing and have come up with new strategies to market their service and products. Primarily it was traditionally done, that marketing was to promote information services and other resources in order to ensure their optimum usage. However, application of social media in marketing libraries and information Centre is a global perspective, that today technology has bestowed information seekers with vain option to satisfy their information needs.

- **Facebook** - this is a popular free social networking websites that allows registered users to create profiles, upload photos, and videos, send messages and keep in touch friends, family and colleagues. As facebook has come to dominate the social networking site arena, with over 6 million subscribers in Nigeria (Internet World Statistic, 2014) more libraries have created their own library pages on Facebook to provide library services, create library awareness and to function as a marketing tool. A facebook profile is an excellent mechanism for communicating with library patrons because it allows us to go where they already are.
- **Twitter** - is another social platform that is used to interact with library users. Twitter can be described as **“Technically a micro-blogging system enables users to sue quick thoughts, statements, announcements, and messages with followers.”** Twitter is one of the platforms that a library and librarians will always make a good use of without spending much time of efforts, because is a fast-growing free messaging service to people. Twitter is an online social networking service that enable users to send and read short 140 characters messages called **“tweets”**.
- **YouTube** - is a video sharing website that allows users to upload, view and share videos, and it makes use of Adobe flash video and HTML5 technology to display a wide variety of user-generated and corporate media video. YouTube serves as a platform that connects customers through the use of video channels. Library users can interact with information provides.

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- ✓ Revise all that you have studied
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- ✓ Take your exam with full confidence
- ✓ Be at Exam Hall 30 minutes to the exam time
- ✓ Shun away from any form of exam malpractice
- ✓ Put your phone away from the Exam Hall
- ✓ Read the instructions and each question carefully
- ✓ Answer clearly what each question requires
- ✓ Pray and study more.

**EXAM MODE**

- ✓ Less chats
- ✓ No watching movies
- ✓ No outing
- ✓ No distraction
- ✓ No tire for study

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